



King County

ADMINISTRATIVE SPECIALIST II
DEPARTMENT OF NATURAL RESOURCES and PARKS
Wastewater Treatment Division - Safety & Hazardous Materials Program Office
Hourly Rate Range: \$15.0474 – 19.0734
Job Announcement No.: 03EA3594TLT
OPEN: August 13, 2003 CLOSE: August 20, 2003

WHO MAY APPLY: This term limited temporary position is open to all qualified persons.

FORMS AND MATERIALS REQUIRED: a [King County data and application form](#), resume and cover letter detailing your background and providing examples that describe how you meet or exceed the qualifications.

WHERE TO APPLY: To obtain required King County forms contact the Application Request line at (206) 205-8782 OR download from the Internet at <http://www.metrokc.gov/ohrm/psd/howto.html#application>.

Send required forms and materials to:

- Mail to Wastewater Treatment Division - HR, 201 S. Jackson Street, MS/KSC-NR-0511, Seattle, WA 98104 **or**
- Hand Deliver to Fifth Floor Receptionist, 201 S. Jackson St., Seattle, M – F, 8:00 a.m. to 5:00 p.m.

PLEASE NOTE: Applications not received at either of the locations specified above may not be processed. Application materials must be received by 4:30 p.m. on the closing date. **(Postmarks are NOT ACCEPTED.)** Please contact Evelyn Ahrens (206) 684-1262 or Jim Faccone (206) 684-1237 for further inquiries.

WORK LOCATION: King Street Center, 201 South Jackson Street, Seattle Washington.

WORK SCHEDULE: This position is non-exempt from the provisions of the Fair Labors Standards Act and is overtime eligible. The workweek is 8:00 am to 5:00 p.m. Monday through Friday. Work hours are negotiable. This fully benefited term-limited temporary position is approved for 1 year and may be terminated at the discretion of the hiring authority.

PRIMARY JOB FUNCTIONS: This position provides the primary administrative support for the WTD Safety & Hazardous Materials Program Office. Performs both general support and specialized, complex office functions including:

- Prepare letters from drafts, form letters, memos and contract specifications as requested.
- Maintain office mail: in/out box; sort, stamp and distribute incoming mail; prepare outgoing mail for staff; and ship overnight documents.
- Answer phones, route calls and take messages for staff.
- Maintain logs and filing systems to organize and control records and information including incoming and outgoing correspondence, submittals, construction progress payments requests and requests for change order proposals.
- Schedule staff meetings and meetings with other personnel using Outlook.
- Keep reference notebooks and telephone contact lists current.
- Set up files for all new projects using standard filing index.
- Maintain petty cash fund using established procedures.
- Maintain office supplies inventory, order and pay for supplies on-line using IBIS.
- Use established King County procedures to order new equipment, supplies, services, computer accessories, etc...
- Maintain, troubleshoot or arrange maintenance and repairs for office equipment.
- Use established King County and WTD Safety Office procedures to archive files and closed projects.
- Work with and maintain the security of highly confidential data and information.
- Perform high volume data entry, retrieval and report queries for the WTD Employee Information Systems (WEIS)
- Assist with application, submittal, and management of Continuing Education Unit (CEU) process
- Coordinate travel. Request pre-authorization from department heads and make air travel arrangements for staff for out-of-state conferences or training. Coordinate with hotels. See that staff are reimbursed for out-of-pocket expenses.
- Perform other duties as assigned.

QUALIFICATIONS:

- Knowledge of general office principles and practices.
- Skill in organizing, prioritizing workload and adapting to changes in workload demands.
- Knowledge of action tracking on specific work assignments or other items related to work position.
- Skill in following through on assignments as directed.
- Skill in following oral and written instructions.
- Oral and written communications skills.
- Interpersonal and human relations skills.
- Customer service skills — in person and via telephone (discretion, patience, etiquette, professionalism).
- Problem-solving skills.

NECESSARY SPECIAL REQUIREMENTS:

- Three years clerical experience.
- Office experience which demonstrates ability to conduct work within complex office operations.
- Intermediate level proficiency in MS Windows 95/98/00 and MS Word, Excel, Access, Outlook and Power Point.
- Excellent communication/language skills - verbal and written: knowledge of proper English grammar, usage and spelling.
- Experience with online time keeping software and programs.
- Experience with online procurement, invoicing and requisitioning software and programs.
- Experience with the employee training, documentation and tracking systems.
- Ability to perform accurate data entry in a timely manner
- Ability to compose, proofread and edit written materials
- Experience in proofreading and formatting documents
- Ability to be flexible and simultaneously work on multiple assignments: multi-tasking, ability to set priorities and work under pressure with tight deadlines and changing priorities.
- Demonstrated ability to work independently, to exercise independent judgment and make sound decisions.
- Ability to use self initiative and judgment to prioritize, refer or handle sensitive or confidential inquiries
- Ability to establish and maintain good working relationships with co-workers

DESIRABLE QUALIFICATIONS:

- (a) Experience with PeopleSoft and King County time keeping protocols.
- (b) Experience with IBIS online procurement, invoicing and requisitioning.
- (c) Experience with employee training, tracking and CEU application/ maintenance programs.

SELECTION PROCESS: Qualified candidates will be tested for their knowledge of data entry, alpha and numeric filing, proofreading, editing and formatting a document using Microsoft Word and Excel. The candidates invited for interviews will be determined based on the quality of their application materials and test scores.

CLASS CODE: 421301